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Town of Sandown, NH Board of Selectmen Minutes

Meeting Date: Monday, May 16, 2011

Type of Meeting: Regular meeting

Method of Notification: Public Posting – Two locations at Town Hall

Meeting Location: Sandown Town Hall

Present: Selectpersons: Brenda Copp (Copp), Stephen Brown (Brown), Hans Nicolaisen (Nicolaisen), Tom Tombarello (Tombarello), James Devine (Devine), Lynne Blaisdell, Office Manager and Cynthia J. Robinson, Recording Secretary

Absent:

Late to arrive:

Call to Order: Chairman Nicolaisen called the meeting to order at 7:00 P.M.

Pledge of Allegiance

Review of minutes of previous meetings

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- Board members reviewed the Minutes of May 2, 2011. Selectwoman Copp noted in line 109 remove the words “be eliminated”, line 117 the outcome of the vote was missing. Ms. Blaisdell stated she had the Recording Secretary check the tape and the vote was unanimous and line 136 it was the consensus of the Board. Ms. Blaisdell noted on lines 83 and 84 the name “Cashin” should be spelled “Cachion” and line 167 the Highway Block Grant money was reduced by \$6,500.00 not \$600.00. **MOTION:** Selectman Brown moved to accept the Minutes of May 2, 2011 as amended. Selectwoman Copp seconded. Motion passed unanimously.

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MOTION: Selectman Tombarello moved to accept the Non-Public Minutes of May 2, 2011 as written. Selectman Brown seconded. Motion passed unanimously.

Public Comment

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- Ms. Blaisdell stated that the Planning Board Master Plan Subcommittee is looking for volunteers to help with the updating of the Master Plan. Anyone interested should contact the Planning Board Office at 887-6085 or email Bette Patterson at bpatterson@sandown.us.

44 **New Business**

45
46 **Review of proposals received for fireworks display at annual**
47 **Old Home Day celebration**
48

- 49 • Chairman Nicolaisen opened and read the three bids for the fireworks display as
50 follows:

51

52 Atlas Fireworks	\$4,250.00
53 RS Fireworks	\$4,000.00
54 American Thunder Fireworks	\$4,500.00

55

56 Ms. Blaisdell pointed out to the Board they do not have to make a decision
57 tonight if they want to read the bids more carefully. Ms. Blaisdell will make
58 copies of each bid for Board members to review. Consensus of the Board is this
59 is a good suggestion.
60

61 **Old Business**

62
63 **Follow up discussion regarding Memorial Day ceremony**
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- 65 • Ms. Blaisdell asked Board members if they have decided who will be at the
66 ceremony. Selectman Brown stated he is unavailable. Selectman Tombarello
67 will march in the parade and Selectwoman Copp will give the opening speech.
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69

70 **Follow up discussion regarding request by Mr. Edward Mencis to use**
71 **train depot property to sell fried dough and french fries with some proceeds**
72 **going to the Old Meeting House Association**
73

- 74 • Ms. Blaisdell stated that there are no issues with the use of Town property
75 provided there is insurance and a hawkers and peddlers license. Ms. Blaisdell
76 checked with the Historic Society and they have no problem with the request.
77 **MOTION:** Selectman Brown moved to allow Ed Mencis to use the Train Depot
78 property once a month for a period of one year with annual reconsideration to sell
79 fried dough and french fries with a portion of the proceeds going to the Old
80 Meeting House Association. Selectwoman Copp seconded. Selectwoman Copp
81 asked how the proceeds would be handled. Ed Mencis approached the table.
82 Mr. Mencis stated the next two or three months proceeds will go to the Old
83 Meeting House Association and the Food Pantry will be in November. Motion
84 passed unanimously.
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88 **Appointments**

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90 **Department Head Meeting**

- 91
- 92 • Present for this discussion were: Ron Dulong, Recreation Commission, Ed
93 Mencis, Planning Board, Paula Gulla, Selectmen’s Office, Arthur Genualdo,
94 Public Works Director, Wilfred Tapley, Fire Department, Joseph Gordon, Police
95 Department, Mark Traeger, Planning Board, Chris Donnellan, Channel 17 and
96 Mindy Salamone-Abood, Budget Committee.

97

98 Capital Improvements Plan – Mark Traeger updated those present about the
99 status of the Capital Improvements Program (CIP). Mr. Traeger stated the
100 Planning Board is looking for capital expenditures that go beyond the annual
101 budget. These expenditures would cost more than \$15,000.00, have a useful life
102 of 15 years or more, extends the useful life of a facility or equipment, involves
103 real property acquisition or development and projects that require financing or
104 bonding. The CIP is a way to provide the Board of Selectmen with a list of
105 upcoming projects for budgeting purposes. Selectman Brown asked if estimates
106 are needed. Mr. Traeger stated only quotes are needed at this time. Mr. Traeger
107 stated this information is needed by September 15, 2011.

108

109 Personnel Policy – Chairman Nicolaisen asked those present if they have any
110 questions.

111

112 Mr. Dulong stated he felt this was a well thought out document and he made
113 minor recommendations to Ms. Blaisdell. Mr. Dulong also stated as an employee
114 and employer he felt he could work with the document.

115

116 Selectman Brown questioned whether there is a waiting period for full-time
117 employees receiving holiday pay. Ms. Blaisdell stated all employees have a 90-
118 day probationary period. There was lengthy discussion about the probationary
119 period with input from selectmen and several employees and department heads
120 as to how the probationary period applies to several sections of the Personnel
121 Policy. Majority of the Board feels this section should be left as is. Mr.
122 Donnellan suggested the Board look at the section regarding Years of
123 Continuous Service With Town of Sandown and consider changing it to “Years of
124 Continuous Full-Time Service...”. Ms. Blaisdell will change on Page 6 under
125 Probationary Period third paragraph “(3) month” to “ninety (90) days”.

126

127 Mindy Salamone- Abood asked if volunteers and committee members have to
128 follow the Personnel Policy. Ms. Blaisdell stated they would have to follow that
129 portion of the Personnel Policy that applies to Town policies and would be asked
130 to sign that they have received the document. Ms. Abood also asked if there is a
131 policy for “call back time”. Ms. Blaisdell stated there are labor laws regarding

132 this. Ms. Blaisdell will look into adding a section on “call back time”. Ms. Abood
133 asked if the “Board of Selectmen” should be added to the last sentence under
134 Nepotism. Following discussion it was the consensus of the Board to leave this
135 section as is.

136
137
138 Updating of Emergency Operations Plan (EOP) and National Incident
139 Management Systems (NIMS) – Chairman Nicolaisen asked that all service
140 departments cooperate by providing input when the updating of the EOP begins.

141
142 Insurance and benefit options – Michele Short, Town Clerk/Tax Collector was
143 unable to attend this meeting but submitted a letter regarding this topic. Ms.
144 Blaisdell stated employees had comments regarding this topic. Chief Gordon
145 stated it appears to him that employees over the years have been taking a hit in
146 this particular area of benefits (health insurance) and is asking the Board to
147 consider reviewing this portion of the employee benefits package and if need be,
148 place the additional cost on the tax payer not the employee. Chief Gordon
149 suggested a committee be formed to explore other health insurance policies in
150 advance of the budget season. Selectwoman Copp asked Chief Gordon how he
151 would propose the taxpayer absorb the added cost. Chief Gordon stated by
152 adding more in the insurance budget line. Selectwoman Copp asked Chief
153 Gordon if after looking at plans he would consider having two plans, one that the
154 Town would offer and the other plan would be a step up and the employee would
155 pay the difference. Chief Gordon agrees this should be considered. Chairman
156 Nicolaisen asked the Board if they would be in favor of setting up a committee.
157 Selectman Brown stated he is in favor of a committee but he does not want the
158 committee talking directly to insurance agencies, rather they talk to other towns
159 to see what they have for policies. Selectman Devine does not agree with
160 Selectman Brown. Selectman Devine asked to serve on this committee.
161 Consensus of Board is to form a committee and the Selectmen will provide a list
162 of what they are looking for relative to the insurance policy that the committee
163 could take to the insurance agencies. Ms. Blaisdell stated pricing for insurance
164 may not be accurate at this time.

165
166 Ms. Blaisdell stated that Ted Winglass asked about coming before the Board to
167 talk about the different options that are available relating to flexible spending and
168 other health benefit options. Consensus of the Board is to have Mr. Winglass
169 come before the Board.

170
171 Chairman Nicolaisen called for a two minutes recess.

172
173 **Residents of Balsam Lane**
174 **Discussion regarding relocation of Spruce Lane**

175

176 • Mr. Rocco Piccirilli came before the Board to ask for their assistance regarding
177 the relocation of Spruce Lane. Mr. Piccirilli stated that part of the problem is the
178 change in the right of way of Spruce Lane and Balsam Lane. Mr. Piccirilli stated
179 this has been an ongoing problem. Ever since Mark Beaulieu purchased the
180 house he has been directing traffic down Balsam Lane and about a year ago he
181 started changing the right of way. Mr. Piccirilli contacted Ken Sherwood, Code
182 Enforcement Officer and told him about this. Mr. Sherwood spoke with Mr.
183 Beaulieu and was told this is not what he is doing (changing the right of way).
184 Mr. Piccirilli referenced a letter from Lavelle Associates that states Spruce Lane
185 and Balsam Lane are two separate rights of way to be used by the lots located
186 on them. Both lanes are part of the Mill Brook subdivision. Mr. Piccirilli feels
187 because it is part of a subdivision the road layout should not be changed. Mr.
188 Piccirilli stated the second issue is the piece of equipment that Mr. Beaulieu has
189 used to block the road. Richard Watton stated he questions whether Mr.
190 Beaulieu is on his own property.

191
192 Chairman Nicolaisen stated he walked the property then brought the issue to the
193 Planning Board and was advised by the Planning Board that this is a civil matter.
194 Chairman Nicolaisen referenced a letter from Keach-Nordstrom Associates who
195 states while Mr. Beaulieu should not have changed the right of way without the
196 abutters consent, this is a civil matter. Chairman Nicolaisen stated Rockingham
197 Planning Commission confirmed this. Ms. Blaisdell stated it is her understanding
198 that the rights of way existed and this is why they were depicted on the plan. The
199 Planning Board approval was for the subdivision not the rights of way. Chairman
200 Nicolaisen read the recommendations from the Keach-Nordstrom letter.

201
202 Chief Tapley went to the site in question and feels the access is not the most
203 desirable and he is concerned about access to the back noting the right of way
204 needs work.

205
206 Robby McDonald is representing the McDonald family. Mr. McDonald stated
207 there is a piece of equipment blocking their deeded right of way and a make shift
208 road has been dug. Mr. McDonald stated that at the present time they cannot
209 get to their property legally and they do not believe emergency equipment could
210 make it to their house. Mr. McDonald stated they were never contacted
211 regarding the change in the right of way and they feel the unsightly mess is
212 having an impact on the value of their home. Mr. McDonald would like at a
213 minimum the equipment moved for safety reasons and so they have legal access
214 to their home. Chief Tapley stated until all this is worked out, he would like the
215 equipment moved for safety reasons so he can gain access to the homes.

216
217 Mark Beaulieu stated he moved the right of way because of the traffic that
218 traveled on it at a high rate of speed. Chairman Nicolaisen pointed out that these
219 residents have a deeded right to use the right of way. Mr. Beaulieu agreed. Mr.

220 McDonald stated he knows what the next step is for his family but they would
221 rather avoid it if at all possible. Mr. Beaulieu stated he spoke to someone as well
222 and was advised that he needs to involve everyone associated with the right of
223 way.

224
225 Selectwoman Copp stated the Town cannot help but wants the equipment moved
226 for the safety of those involved. Selectman Brown concurs that those involved
227 have to work the issues out together. Selectman Tombarello stated this is a civil
228 matter and he sees this as a safety issue. Selectman Devine stated the rights of
229 way have to be restored to their original state as shown on the plan. Chief
230 Tapley repeated he wants the right of way open as soon as possible. Mr. Watton
231 asked for full access. Chairman Nicolaisen stated there would be full access for
232 emergency equipment. Mark Traeger stated that the Planning Board can only
233 pull a subdivision approval noting this development is built out. Selectman
234 Tombarello asked Mr. Beaulieu when he could have the equipment moved. Mr.
235 Beaulieu stated within a half hour.

236
237

238 Old Business

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- 240 • Regarding the Board's decision last week to institute a fine for construction work
241 begun without a permit. Ms. Blaisdell asked the Board who gets the permit fee
242 fine, will it go to the General Fund or the Building Inspector. **MOTION:**
243 Selectman Tombarello moved that the permit fee fine go to the General Fund.
244 Selectwoman Copp seconded. Motion passed unanimously.

245

246 Correspondence

247

- 248 • Letter from Vision Government Solutions, Inc. informing the Town of their new
249 corporate name.
- 250
251 • Letter from Department of Revenue Administration stating they reviewed and
252 found compliant the supplemental agreement with Municipal Resources Inc.
- 253
254 • Letter from residents of Holts Point Road requesting to meet with the Board of
255 Selectmen regarding the paving of Holts Point Road using this year's budget.
256 Ms. Blaisdell stated she has additional information on this request. Ms. Blaisdell
257 asked the Board where they want to go from here. Chairman Nicolaisen
258 questioned whether anything could be done this year where the Road
259 Improvement Plan was voted for specific roads and Holts Point Road was not
260 one of them. Selectwoman Copp stated she doesn't think anything can be done
261 this year but perhaps the Plan could be amended for next year. Ms. Blaisdell
262 stated the cost for Holts Point Road is \$120-\$140,000.00. Chairman Nicolaisen
263 stated additional information is needed from the Public Works Director and

264 Keach-Nordstrom. Majority of the Board suggested they be invited to come in
265 the night Keach-Nordstrom and the Public Works Director are on the agenda and
266 ask them to pick one spokesperson.
267
268

- 269 • Letter from Dragon Mosquito Control updating the Town on what they have done
270 to date. Chairman Nicolaisen asked why only two beekeepers are reported. Ms.
271 Blaisdell believes these are two that are registered beekeepers.
272
- 273 • Letter from the Town Clerk requesting a refund in the amount of \$192.00 for a
274 motor vehicle registration because a car lease was cancelled. Board members
275 reviewed the information provided. The Town Clerk has no problem with
276 returning the Town's fund but it is up to the Board of Selectmen. Selectwoman
277 Copp asked what the policy is on something like this. Ms. Blaisdell stated there
278 isn't a set policy. **MOTION:** Selectman Tombarello moved to refund the \$192.00
279 motor vehicle registration fee. Selectman Devine seconded. Four ayes [Brown,
280 Nicolaisen, Tombarello and Devine] and one abstention [Copp]. Motion passed.
281

282 Department Liaison Report

- 283
- 284 • Selectman Brown attended the last Conservation Commission meeting and
285 noted the hard work this Commission does.
286
- 287 • Chairman Nicolaisen stated the Recreation Commission just installed the first
288 piece of playground equipment at Edward Garvey Field. Both Selectmen
289 Nicolaisen and Brown helped spread bark mulch provided by Wayne Britton at a
290 savings to the Town.
291
- 292 • Selectman Tombarello informed the Board the new door at the Highway Garage
293 has been installed. The culvert under School House Road was not a pipe but a
294 rock culvert. The water is currently being pumped over the excavated site so as
295 to not flood Wells Village Road.
296

297 **Non-Public discussion under RSA 91A:3 II (b) Hiring and (e) Litigation**

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- 299
- 300 • **MOTION:** Selectman Tombarello moved to go into Non-Public Session per RSA
301 91A:3 II (b) Hiring and (e) Litigation. Selectman Brown seconded. Roll call:
302 Copp – aye, Brown – aye Nicolaisen – aye and Tombarello – aye and Devine -
303 aye. Motion passed unanimously.
304
- 305 • **MOTION:** Selectman Brown moved to come out of Non-Public Session.
306 Selectman Tombarello seconded. Motion passed unanimously.
307

May 16, 2011

308 Chairman Nicolaisen announced that while in Non-Public Session the Board voted to
309 hire Jeffrey Swanson at a starting rate of \$9/hour and Justine Burnham as a "floater"
310 at \$9.00/hour both at the Transfer Station and to seal the Non-Public Minutes.

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312

313 **MOTION:** Selectman Brown moved to adjourn at 9:55 P.M. Selectman Tombarello
314 seconded. Motion passed unanimously.

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316

Respectfully Submitted,

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319

Cynthia J. Robinson

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Recording Secretary

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